

PUBLIC RECORDS ACCESS NOTICE

Pursuant to Sections 19.31 through 19.35, Wisconsin Statutes, this office is required to make available to the public those documents deemed to be public records.*

The custodians of records for the Town of La Pointe are

Patty Hobin—Town Clerk

Greg Nelson—Chairperson (Highest Ranking Official

Barb Nelson—Administrative Assistant, Deputy Clerk

The custodian of records for Zoning is the Zoning Administrator, Jennifer Croonborg-Murphy

The custodian of records for the Police Department is the Police Chief, Michael Anderson

The custodian of records for Assessment is the Assessor, Jennie Sanders

The custodian of records for the Ambulance Service is the Ambulance Director, Cindy Dalzell

Public records are available for inspection at the La Pointe Town Hall at La Pointe, Wisconsin between 9:30 AM and 3:30 PM Monday through Friday except on holidays.

You should make your request in writing and state as clearly as possible which records you want.

If your request is denied, you will receive a written reason for denial.

The cost of copying these documents is \$.35 per page for 8.5 x 11 and \$.50 for 11x 17. A computer disk is \$2.

Wisconsin law provides, in part, that the authority having custody of the record may, at its option, permit the requester to photocopy the record or provide the requester with a copy substantially as readable as the original.

If you feel you have been wrongfully denied access to a public record, refer to the Public Records Statutes posted with this notice for possible remedies. Due to the length of this statute, please see the Town Clerk or either Deputy Clerk for a copy.

**Access to public records is not without limitations. Certain records must remain confidential by law.*